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Military Police

Safe Neighborhood Awareness Program

***This regulation supersedes USAREUR Circular 190-25, 26 April 2002.**

For the CG, USAREUR/7A:

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Summary. This regulation prescribes Army in Europe policy for the Safe Neighborhood Awareness Program (SNAP). The policy in this regulation was previously published in USAREUR Circular 190-25. Since then, the only major change in the program is one that requires installation SNAP coordinators to work with base support battalion SNAP coordinators to execute the SNAP in community housing areas (para 7j).

Applicability. This regulation applies to area support group, base support battalion, and area support team commanders; DOD civilian and military sponsors; and family members.

Supplementation. Commanders will not supplement this regulation without Office of the Provost Marshal (OPM), HQ USAREUR/7A (AEAPM-O-LE), approval.

Forms. This regulation prescribes AE Form 190-25A and AE Form 190-25B. AE and higher-level forms are available through the Army in Europe Publishing System (AEPUBS).

Records Management. Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Records Information Management System website at <https://www.arims.army.mil>.

Suggested Improvements. The proponent of this regulation is the OPM (AEAPM-O-LE, DSN 381-7210). Users may suggest improvements to this regulation by sending DA Form 2028 to the OPM, HQ USAREUR/7A (AEAPM-O-LE), Unit 29931, APO AE 09086-9931.

Distribution. C (AEPUBS).

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SECTION I INTRODUCTION

1. PURPOSE

This regulation provides guidance and information for developing and executing the Safe Neighborhood Awareness Program (SNAP) in the Army in Europe. This program will--

- a. Improve situational awareness while supplementing force-protection and crime-prevention efforts.
- b. Promote a safe and secure environment throughout the Army in Europe.
- c. Reinforce how community members can protect themselves against terrorist and criminal threats.
- d. Deter terrorist and criminal acts throughout the Army in Europe.
- e. Widely publicize force-protection and crime-prevention information.
- f. Involve civilians and soldiers in force-protection and crime-prevention efforts.
- g. Reduce vulnerabilities through improved observation and reporting skills.
- h. Strengthen community bonds by encouraging neighbors to get to know one another.

2. REFERENCES

a. Publications.

- (1) NATO Status of Forces Agreement (SOFA).
- (2) AR 25-400-2, The Army Records Information Management System (ARIMS).
- (3) AR 210-22, Private Organizations on Department of the Army Installations.
- (4) Army in Europe Circular 190-24, Consolidated List of Off-Limits Areas, Establishments, Firms, Individuals, and Organizations.
- (5) USAREUR Pamphlet 25-25, USAREUR Computer-User Guide.

NOTE: Appendix A lists websites that provide additional useful information.

b. Forms.

- (1) DA Form 2028, Recommended Changes to Publications and Blank Forms.
- (2) AE Form 190-25A, Neighborhood Needs Survey.
- (3) AE Form 190-25B, Observer's Activity Log.

3. EXPLANATION OF ABBREVIATIONS

The glossary defines abbreviations.

4. GENERAL

Since every community has unique issues, the SNAP will be implemented and controlled at area support group (ASG) and base support battalion (BSB) levels. SNAP provides training for military and civilian personnel and family members in the Army in Europe on how to better observe and report suspicious activity. The SNAP will be administered in close coordination with community provost marshal (PM) offices and other appropriate community agencies.

5. CONCEPT

a. The SNAP is partly based on the premise that when neighbors know each other, they can better and more quickly identify suspicious persons or activity, thereby knowing when to alert authorities. SNAP is a community-based program. When developing a community SNAP, a team effort is critical to the program's success. The SNAP--

- (1) Is a volunteer program that is similar to traditional U.S. neighborhood-watch programs in many ways.
- (2) Includes all community members, not just on-post housing-area residents, and addresses specific local concerns.
- (3) Provides opportunities for active and formal participation.
- (4) Stresses actively developing and sustaining situational awareness throughout the Army in Europe.

b. SNAP's success will not depend only on how many volunteers participate as community observers.

c. SNAP community observers are not police officers and should never intervene in potentially dangerous situations. The SNAP is intended to help the military police (MP), security forces (SF), and local law-enforcement officers through observation and communication.

6. COORDINATION

To be effective, community SNAP development and implementation require coordination throughout the entire community. Community SNAPs should be coordinated with at least the following:

- a. ASG commander.
- b. ASG PM.
- c. BSB or area support team (AST) commander.
- d. Servicing judge advocate (JA).
- e. BSB PM.
- f. ASG and BSB public affairs officers (PAOs).
- g. Installation SNAP coordinators (ISCs).
- h. Servicing military intelligence detachment.
- i. Force protection officer.
- j. BSB director of community activities.
- k. BSB housing director.
- l. Local national authorities (when activities are off U.S. installations or when it can be reasonably anticipated that such coordination is appropriate).
- m. Community Department of Defense Dependents Schools (DODDS) administrators.
- n. Community volunteer coordinator.
- o. Family readiness groups, Army Community Services, Boys and Girls Scouts, Red Cross, and other recognized volunteer groups.
- p. Community tenant commanders.

7. RESPONSIBILITIES

a. Office of the G1, HQ USAREUR/7A. The Office of the G1 will provide guidance on matters affecting volunteer efforts and other areas related to G1 authority and responsibilities.

b. Office of the Provost Marshal (OPM), HQ USAREUR/7A. The OPM will--

(1) Provide program management, policy, and procedures for overseeing and measuring SNAP effectiveness in the Army in Europe.

(2) Establish a website with information on program management, SNAP-related training, and other SNAP guidance.

c. Office of the Chief, Public Affairs (OCPA), HQ USAREUR/7A. The OCPA will ensure that an effective and far-reaching promotional campaign for SNAP is established and sustained.

d. ASG Commanders. ASG commanders will plan, implement, manage, promote and evaluate the SNAP within their area of responsibility (AOR). Commanders of operational ASGs (6th, 22d, and 80th ASGs) assume the same responsibilities as BSB commanders.

e. ASG SNAP Coordinator (ASC). ASCs will--

(1) Organize and manage the SNAP in their respective ASG AORs.

(2) Work with ASG PMs, BSB SNAP coordinators (BSCs), and appropriate staff to develop training programs for ISCs.

(3) Work with BSCs to establish other SNAP activities (for example, provide SNAP briefings at information-exchange forums, such as townhall meetings).

(4) Recruit and train BSCs and community observers.

(5) Provide feedback to the ASG commander on the effectiveness of the SNAP.

(6) Publish ASG SNAP newsletters with BSCs.

(7) Be members of the local antiterrorism/force protection joint action working group (JAWG). Attendance at JAWG meetings does not automatically entitle the ASC access to classified, sensitive, or otherwise restricted information. All requirements that allow access to classified, sensitive, or otherwise restricted information must be met before granting the ASC access to such information.

f. BSB and AST Commanders. BSB and AST commanders will--

(1) Establish a SNAP in their AORs.

(2) Provide day-to-day program management and oversight.

(3) Evaluate program effectiveness in their AOR.

(4) Hire a BSC for their AOR.

(5) Appoint ISCs. Commanders will appoint area housing coordinators and building coordinators to additional duty as ISCs.

(6) Ensure volunteers receive appropriate training and screening (if required) before performing duties as ISCs or community observers. Commanders will certify that each person participating as a community observer has received the required training and screening (if required).

(7) Develop reporting procedures for use in their AOR.

(8) Designate an individual to manage volunteer participation and SNAP awareness-training attendance. This management will help to ensure that volunteers are promptly and properly recognized for their contributions.

g. BSB PM. BSB PMs will--

- (1) Provide input for development of BSB SNAPs and training for volunteers.
- (2) Help monitor the SNAP in their BSB AOR.
- (3) Provide crime-prevention techniques and other information when required.
- (4) Provide input for developing reporting procedures.

(5) Work with the BSC to ensure that volunteers who will work with children receive local and United States Army Crimes Record Center (USACRC) background checks or equivalent checks with appropriate host-nation agencies.

h. BSB Force-Protection Officer. BSB force-protection officers will provide force-protection information and coordinate with the BSC, community PM, and local military intelligence detachment.

i. BSC. BSCs will--

- (1) Organize and manage the SNAP in the BSB AOR.
- (2) Act as a liaison between community observers, ISCs, community PMs, force protection officers, local DODDS administrators, and other persons or groups as required.
- (3) Ensure timely reporting is made to MP, SF, and appropriate agencies.
- (4) Work with the servicing PM and BSB staff to develop a list of equipment needed to perform assigned duties (para 11).
- (5) Work with the community PM and appropriate staff to develop a training program for the ISC (para 10).
- (6) Determine areas to be observed and the times to observe them.
- (7) Coordinate other SNAP activities.
- (8) Brief inprocessing U.S. military and civilian personnel and their family members, and provide SNAP awareness training at other community-information exchange forums, such as townhall meetings.
- (9) Brief DODDS students on SNAP awareness.
- (10) Obtain and distribute SNAP-related information to community residents, groups, and ISCs as appropriate (for example, information about force protection, crime prevention, safety).
- (11) Ensure reports from ISCs are submitted to the appropriate staff agencies in the BSB or AST.
- (12) Recruit community observers.
- (13) Provide feedback to ASG, BSB, and AST commanders on the effectiveness of the SNAP.
- (14) Publish a BSB SNAP newsletter.
- (15) Work with the ISC to organize community-observer meetings.
- (16) Be a member of the local antiterrorism/force protection JAWG. Attendance at JAWG meetings does not automatically entitle the BSC access to classified, sensitive, or otherwise restricted information. All requirements that allow access to classified, sensitive, or otherwise restricted information must be met before granting access to such information.

(17) Work with the community PM to ensure that all persons who are to work with children receive appropriate background checks.

j. Installation SNAP Coordinator. ISCs will work with BSCs to execute the SNAP in community housing areas. In the absence of appointed ISCs, the BSB commander will designate individuals to carry out ISC responsibilities.

k. ISC. ISCs will--

- (1) Serve as the SNAP liaison between the BSC and residents of their building and housing areas.
- (2) Coordinate community observer efforts in their designated areas.
- (3) Ensure force-protection and crime-prevention information is distributed and publicized.
- (4) Report suspicious activity to appropriate authorities.
- (5) Distribute SNAP newsletters to the community.
- (6) Work with the BSC to organize community-observer meetings.
- (7) Recruit community observers.
- (8) Keep up-to-date on new residents and relevant community issues.

l. Community Observer. Community observers will--

- (1) Volunteer to observe a specific area during specific coordinated times. This function is similar to citizen patrols found in traditional U.S. neighborhood-watch programs.
- (2) Be trained, screened (when appropriate), and certified before conducting an area observation.
- (3) Sign a memorandum to certify that they understand the role, responsibilities, expectations, and civil and criminal liability of a community observer. Appendix B shows a sample memorandum.
- (4) Work in teams of at least two persons with telephonic or radio communications to the community PM office while performing duties as observers.
- (5) Never confront suspicious persons who could be armed or dangerous.
- (6) Report suspicious activity and other required information to appropriate authorities.
- (7) Never drink alcohol 12 hours before or while serving as an observer.
- (8) Never carry weapons of any kind (including baseball bats, blackjacks, clubs, guns, knives, mace, and stun guns).
- (9) Provide force-protection and crime-prevention information.
- (10) Distribute SNAP newsletters to the community.
- (11) Recruit new community observers.
- (12) Keep up-to-date on new residents and relevant community issues.
- (13) Consider intensifying community-observation efforts during holiday periods such as Halloween and the 4th of July weekend.

SECTION II

SNAP IMPLEMENTATION

8. GENERAL

Commanders have wide discretion in how they implement the SNAP in their AORs. As a minimum, each AST or BSB SNAP will have the following features:

- a. SNAP awareness training will be included in community inprocessing. All U.S. military members and U.S. civilian employees assigned or attached to units in the Army in Europe and their family members who are 18 years or older must receive a SNAP awareness briefing within 60 days after they arrive.
- b. SNAP awareness training should be integrated into Army Family Team Building information sessions and other community-information exchanges such as townhall meetings.
- c. SNAP awareness briefings should be provided to DODDS students. Briefings must be appropriate to the various age levels in the school.
- d. SNAP awareness will be integrated into community Drug Abuse Resistance Education (DARE) programs.
- e. Active participation by young members of the community in the SNAP must be encouraged.
- f. The SNAP will include volunteer community observers. Once trained and certified, volunteers can participate on an as-available basis.
- g. Although everyone is encouraged to participate in observing the community, participants must be trained before being allowed to serve as an ISC or as a community observer. U.S. personnel and their family members (including non-U.S. citizen family members) may participate once they are trained. Volunteers who may work with children must be screened before being allowed to work with children. Screening will consist of a local background check and checks through the USACRC or comparable checks through appropriate host-nation agencies. Any of the following will automatically disqualify an individual from being able to serve as a community observer:
 - (1) Felony convictions.
 - (2) Pending criminal charges.
 - (3) Conviction for child molestation or any sexual crime.
 - (4) Adjudication by the courts to be mentally incompetent.
- h. The BSB commander will evaluate the SNAP twice a year for program effectiveness (para 16).
- i. Depending on their status, participants may be eligible for official recognition according to Army, Army in Europe, or local policy.
- j. SNAP residential area notification signs (neighborhood-watch signs) will be posted throughout U.S.-controlled, on-post housing areas to announce SNAP participation. Appendix C provides a sample sign. The signs will be in English and in the host-country language. Other SNAP promotional items, such as decals, may be posted elsewhere in the community where authorized by the local commander.
- k. The OCPA and ASG and BSB PAOs will ensure that the SNAP is promoted. Promotional campaigns may include Armed Forces Network (AFN) radio and television spots, command bulletins, local newspapers, and other ways to effectively promote the SNAP and its objectives.
- l. BSB- and AST-level SNAPs may encourage and allow for identification of personal property and children.
- m. BSB- and AST-level SNAPs may encourage and allow for safe havens for youths. This safe-haven feature is based on the McGruff Safe House concept. The intent is to have a process in place that teaches youngsters what to do when they are being bullied or threatened, when they believe that a stranger is following them, or when they believe that danger is imminent. Part of this process includes establishing safe houses.

n. Off-post participation in the SNAP will be encouraged. Before conducting off-post activities, coordination must be made with local authorities, and proposed efforts must comply with local laws, customs, and the NATO Status of Forces Agreement (SOFA). The SNAP area coordinator will coordinate with the BSB PM and other appropriate offices to identify appropriate local authorities for coordination.

o. Community observers will always work in teams of at least two persons and must have working telephonic or radio communications with the servicing law-enforcement office. The BSB will provide observers with radios or telephones. A family-member child who is 16 years old or older may serve as part of an observation team when the other team member is a trained and favorably screened adult. The child's parent or guardian must approve the child's participation. Children younger than 16 years old may participate only when they are in the presence of their parents or guardians.

p. Community observers must be courteous and helpful to residents of the area being observed.

q. Community observers will maintain activity logs (AE Form 190-25B) whenever they are observing an area. They must file these forms, which detail their observation activity, with the ISC. The ISC will provide the forms to the area coordinator. Appendix D is a sample completed activity log.

r. When observing, community observers should wear clothing identifying them as SNAP community observers. The BSB will provide this clothing (para 11f). Community observers will coordinate with local law-enforcement offices before conducting formal area observation. Community observers will notify local law-enforcement authorities (including host-nation authorities when observation is to be conducted off-post) when they begin their shift and when their shift ends. They must also identify the area that is to be observed.

s. The SNAP area coordinator will be a member of the local antiterrorism/force-protection JAWG.

9. GETTING STARTED

Forming a SNAP can be a challenge. Using the following guidance will help commanders meet the challenge and make their SNAP a success:

a. BSB or AST commanders will identify and appoint a proponent for the SNAP at BSBs or ASTs.

b. ASG and BSB commanders will identify and appoint ASCs and BSCs who will be responsible for organizing the initial meeting and performing the duties in paragraphs 7e and i.

c. All commanders will--

(1) Review literature on neighborhood-watch programs, crime prevention, and force protection. Appendix A provides a list of some helpful websites.

(2) Identify additional community-observer qualifications A BSB commander, for example, may want to raise the age limit or add to the disqualification criteria in paragraph 8g for participants.

(3) Conduct a needs survey to identify force protection, crime prevention, and other perceived problems or concerns affecting the community. AE Form 190-25A will be used for this.

(4) Develop and publish a standing operating procedure (SOP) or memorandum of instruction (MOI) that clearly describes the program. The servicing legal office, MP, SF, and other appropriate staff offices must review the program before it receives approval from the BSB or AST commander. The SOP or MOI will be provided to the each installation coordinator (IC) in the AOR.

(5) Identify training needs and requirements (para 10).

(6) Contact--

(a) Local MP and SF offices for help in training community members in home security, observation and reporting skills, and for information on local crime patterns.

(b) The local force-protection officer for information on known threat concerns.

(c) Other agencies as appropriate to help meet identified training requirements.

(7) Identify equipment needs and funding methods.

(8) Ensure that young members of the community are included in efforts to educate all members of the community about the SNAP.

(a) Contact local DODDS administrators and local youth services organizations.

(b) Ensure that parents are involved in SNAP activities that involve youngsters. Also ensure that parents or guardians have approved of their child's participation in the SNAP before the child actively participates.

(9) Have a first meeting and identify concerns.

(a) Explain volunteer-participation requirements.

(b) Ensure that a representative from the community PM office attends this meeting.

(10) Seek volunteers to serve as a steering committee with three to seven members. This committee will be responsible for organizing meetings, events, and providing information to other community members.

(11) Identify ISCs and candidates for community observers.

(12) Decide which problems take priority, discuss realistic solutions, develop specific short- and long-term projects, and take action.

(13) Establish a section on the BSB website for the SNAP.

10. TRAINING

All persons serving as community observers, ASCs, BSCs, and ISCs must be trained before serving as members of the local SNAP. Safety and security for those volunteering and other community members will be a top priority. BSB and AST commanders will certify that each volunteer participating in the SNAP has received the required training.

a. Mandatory training topics for community observers will include the following:

(1) Purpose of the program.

(2) Review of the program SOP or MOI and other local policy.

(3) Community-observation guidance.

(4) Observation skills and reporting procedures.

(5) Community-observer authority. Community observers are not law-enforcement officers or MP volunteers. They participate for the benefit of their community. Training will include emphasis that community observers will not become involved with suspicious persons or suspected criminals. Anyone who exceeds delegated authority will be personally liable for criminal and civil charges. Observers must certify that they understand the role and liability of being a SNAP community observer and that they accept the conditions required to volunteer as a community observer (app B).

(6) First-aid.

(7) Computer-use certification if access is granted to a Government computer in the Army in Europe (USAREUR Pam 25-25).

(8) How to avoid weather-related injuries.

(9) How to identify suspicious packages and improvised explosive devices, and how to respond to them.

b. Mandatory topics for all U.S. military, U.S. civilian employees, and their family members (18 years old and older) during their SNAP awareness training (para 8a) will include--

- (1) Local terrorist-threat assessments.
- (2) Observation and reporting skills.
- (3) Force-protection and crime-prevention tips (both general and area-specific tips).
- (4) An overview of the local SNAP and an offer to be involved as a volunteer.

(5) An overview of local undesirable areas and establishments (AE Cir 190-24). This will include places in the community or surrounding area that have been known for criminal or undesirable activity and establishments that have been placed off-limits by military or civilian authorities.

c. The topics below will be covered for children who are ages 8 through 17. These topics will be explained at an age-appropriate level.

- (1) Purpose of the program.
- (2) Observation skills and reporting procedures.
- (3) Crime-prevention tips.
- (4) How to respond to strangers or perceived threatening situations.

d. The OPM has posted the following lesson plans at <http://www.hqusareur.army.mil/opm/snap.htm>:

- (1) Introduction to the USAREUR Safe Neighborhood Awareness Program.
- (2) Suspicious Items and Responses by Community Observers.
- (3) Community Observer's Authority.
- (4) Crime Prevention/Force Protection Tips.
- (5) Observation and Reporting Procedures.

11. EQUIPMENT

BSBs will provide the following equipment for community observers:

- a. Pen and pad.
- b. Flashlight and safety-reflective clothing.
- c. Locally produced community observer's checklists (app E is a sample) and AE Form 190-25B.
- d. Radios or telephones and contact lists.
- e. Computer with Internet and e-mail access. This medium will not be used for reporting suspicious activity.
- f. Clothing identifying SNAP personnel (for example, reflective vest with SNAP logo, jacket, T-shirt, cap, brassard).
- g. SNAP card (US MISC PUB 190-25C (Safer Neighborhoods Are a SNAP!)) This card can be ordered through the Army in Europe Publishing System.

SECTION III SNAP OPERATIONS

12. PROCESS

a. Figure 1 shows SNAP relationships.

b. Observed suspicious or criminal activity will be reported as shown in figure 2.

(1) Observers will immediately report suspicious or criminal activity to local law-enforcement personnel.

(2) Observers will record observed activity in their observer's activity log (AE Form 190-25B) and give their logs to the ISC at the end of each shift. In the absence of an ISC, these logs will be submitted directly to the BSC.

(3) ISCs will review the activity logs and submit them to the BSC.

(4) BSCs will review logs and, based on the activity, provide information to the force-protection officer, servicing MP or SF office, military intelligence detachment, or others when appropriate. The BSC will notify the BSB commander and the respective IC.

(5) ICs will report logged activity to the BSB commander.

(6) MP and SF offices will notify the BSB commander according to BSB policy.

(7) As shown in figure 2, incidents may require a series of information-sharing activities and coordination. The key is to ensure that information is properly reviewed, sent to the appropriate offices and agencies, and responded to.

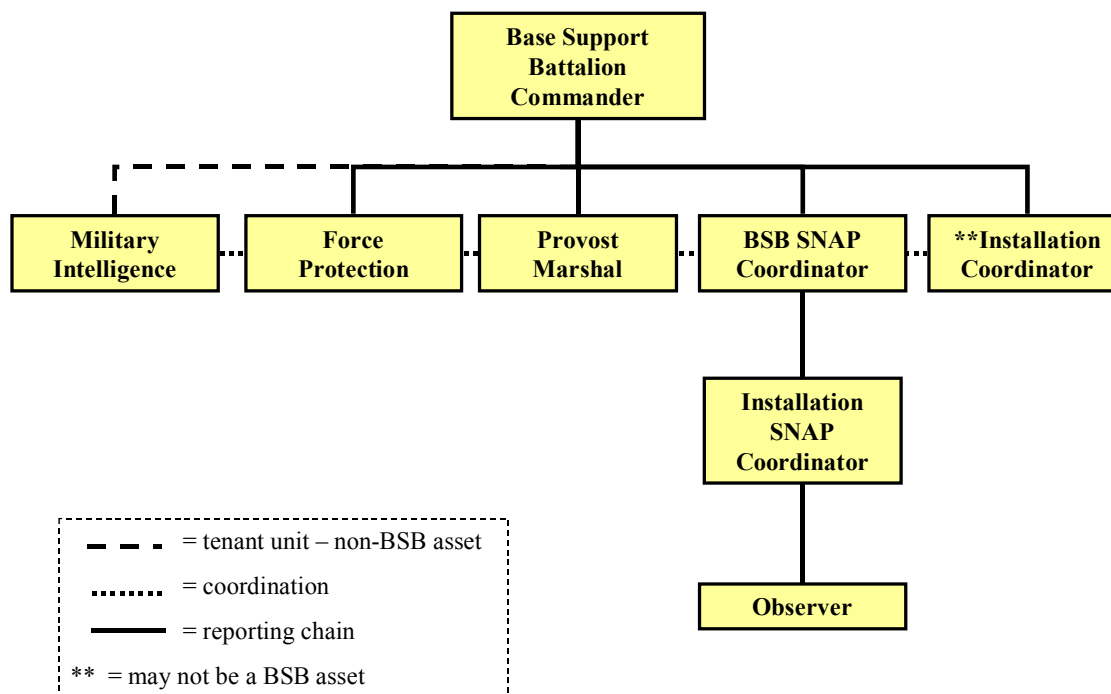


Figure 1. SNAP Relationships

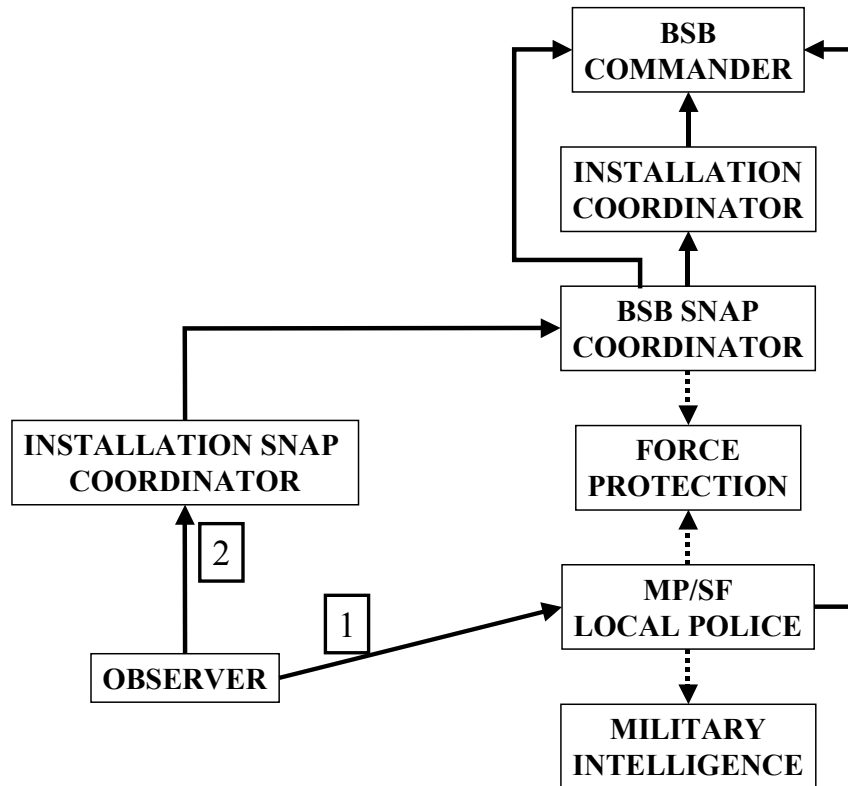


Figure 2. SNAP Reporting Procedures for Observed Criminal or Suspicious Activity

c. Figure 3 shows reporting procedures for observed activity that is neither criminal nor suspicious.

(1) Observers will record all activity that may be hazardous to others, significant events, or other activity that the observer believes warrants the attention of a community agency (for example, unsafe equipment, such as damaged playground equipment). Observers will record their observations in the activity log. If the observed activity creates imminent danger to others, the observer will immediately contact local law-enforcement personnel. Law-enforcement personnel will contact the BSB commander or other appropriate agency as prescribed by BSB policy.

(2) Common sense is the key. It is better to report activity that turns out to be harmless than to take risks.

(3) Observers will submit activity logs to the ISC.

(4) ISCs will review logs and submit them to the BSC. If issues are recorded that affect the safety or security of the community, the ISC will inform the BSC.

(5) BSCs will review activity logs and submit issues requiring action to the appropriate activity.

(6) ICs will maintain activity logs as prescribed by the BSB commander.

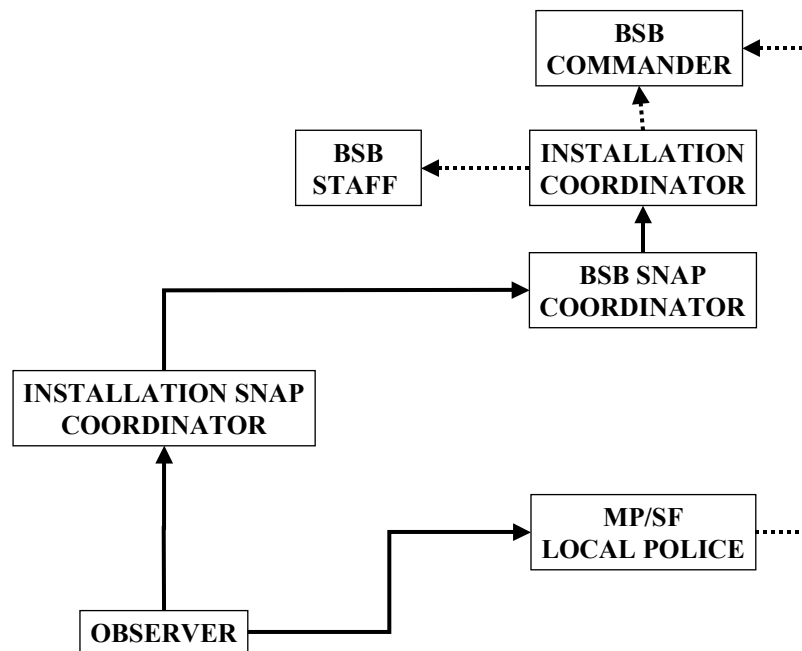


Figure 3. SNAP Reporting Procedures for Observed Activity (Neither Criminal nor Suspicious)

13. THINGS TO WATCH FOR

The following is a list of recommended things to watch for:

- a. Persons screaming or shouting for help.
- b. Someone asking for help or appearing to be in distress or danger.
- c. Unusual noises.
- d. Property being taken out of houses or buildings where no one is at home or the business or activity is closed.
- e. Vehicles moving slowly with no lights or no apparent destination.
- f. Someone being forced into a vehicle.
- g. A stranger running through a neighborhood.
- h. A stranger taking pictures.
- i. Persons appearing to hide their activity.
- j. Activity such as fires and other situations that may require an emergency response.
- k. Vandalism, graffiti, and broken windows or other unsafe property.
- l. Suspicious packages.
- m. Someone loitering or looking into the windows of buildings or parked cars.

n. A stranger sitting in a vehicle or stopping to talk to a child.

o. Abandoned vehicles.

14. REPORTING SUSPICIOUS ACTIVITY

Observers will immediately report items in paragraph 13 and other suspicious activity to the local MP or SF desk sergeant or local national police. Observers should provide the following when reporting suspicious activity:

a. Name and address of the observer.

b. Brief description of the event (what happened, when, where, and who was involved). Say whether injuries or weapons were involved.

c. Description of suspects: sex, race, age, height, weight, hair color, clothing, and distinctive characteristics such as beard, mustache, tattoos, scars, or accent.

d. Description of vehicles involved: color, make, model, year, license plate, and special features such as stickers, dents, or decals.

e. Observed activity that gave the observer cause for concern, but that was clearly not suspicious or criminal. This activity must be recorded on AE Form 190-25A.

(1) If any significant events occur during the observation period, they must be reported in the activity log; and the log must include any contacts made to action offices (for example, housing office).

(2) Based on the potential danger to the person observing the activity, the activity may be reported immediately to the local law-enforcement office or staff duty officer. This includes items or activities that may present safety concerns such as large piles of trash (could cause fire), discarded furniture (could cause fire or hazards to children playing on these items), or broken playground-equipment injury.

15. PROGRAM SUSTAINMENT

Commanders, staffs, and volunteers will work to ensure that the local SNAP remains an integral part of force-protection and crime-prevention efforts in the Army in Europe by--

a. Organizing regular meetings that address current issues.

b. Organizing community observers to walk around streets and housing areas, and to alert MP, SF, or local-national law-enforcement personnel of suspicious activities and identified problems that need attention.

c. Ensuring that program participants are recognized for their efforts. Volunteers should be able to receive credit for volunteering. Recognition for volunteers is critical to the sustainment and success of the SNAP.

d. "Adopting" a park or school playground as part of the program. Observers should report litter, broken equipment, and graffiti.

e. Working with parent groups and schools to establish a program to help children in an emergency. This may include establishing safe havens for youths.

f. Using social and fun events that give neighbors a chance to get to know one another (for example, block party, potluck dinner, sports event such as softball or volleyball). These events help promote the SNAP while strengthening community bonds.

g. Competing to have the local program recognized as one of the best in the Army in Europe.

h. Promoting the program. Commanders should use AFN television and radio ads, distribute flyers, and promote their programs at townhall meetings and other community forums. Posting banners throughout the community promotes the SNAP. Command information channels at all levels should be used to promote local programs.

i. Conducting fund-raising events to help pay for program costs or for recognizing participants. Local SNAPs can only raise funds if they are approved as a private organization (PO) according to AR 210-22, Army in Europe PO policy, and local policy.

16. PROGRAM MEASUREMENT

The most important use of the evaluation should be to confirm that the program is meeting or has met its goals and objectives and to identify what things must be changed.

a. OPM Reviews. The OPM will periodically review programs for effectiveness. These reviews will occur during OPM-scheduled staff assistance visits to ASGs. These visits will take place at least once every 2 years.

b. Local Program Assessment.

(1) Commanders will not delay program assessments. Evaluations will be conducted when scheduled.

(2) Commanders should include measurements from the start to ensure that the evaluation is clearly linked to the program's goals and objectives.

(3) Assessments will include an examination of what took place (processes) and what happened (results). For example, the process would be the establishment of the SNAP, and the results could be a review of crime statistics before and after the program is established.

(4) Assessments must provide measurements that are consistent and accurate.

(5) Commanders will assess changes in impressions and perceptions. Do people feel that the program has benefited the community? Their perceptions may be a valid part of the evaluation.

(6) Program assessments will measure only what can be used and what is not already measured in other programs. Commanders should ask at the start, "What will this information tell about whether the program has met its goals? What should be changed if the answer was 'yes'? What should be changed if the answer was 'no'? Who would want to know this information, and how would it help them?"

(7) Commanders will use what is measured and share what was learned in other SNAPs.

c. Program Measurements. Program effectiveness will be measured by--

(1) Reviewing participation (cumulative hours donated by volunteers, numbers of persons participating, and frequency). How often a volunteer participates and the number of hours volunteered may indicate that volunteers are satisfied with their participation in the SNAP.

(2) Reviewing and analyzing crime statistics and SNAP activity. Specifically, is there is a correlation in crime reporting, criminal activity, and SNAP?

(3) Reviewing and comparing the number of reports generated by SNAP volunteers with the reports generated by non-SNAP volunteers.

(4) Conducting surveys in the community. Respondents may be volunteers, key persons in the community, program staff, and other members of the community. Surveys should specifically ask respondents how they perceive the SNAP and how the SNAP has affected them. Spotchecks with community members to determine if information is being provided by SNAP participants may also be a useful tool for gauging the effectiveness of the SNAP.

(5) Reviewing attendance figures for SNAP awareness briefings.

(6) Reviewing established program goals and attainment of those goals. Goals may be categorized under program participation, crime statistics, crime reporting, and attendance at SNAP awareness briefings.

17. OTHER FEATURES THAT MAY BE ADDED TO THE SNAP

Other features that may be added to SNAP include--

- a. A bicycle-registration program.
- b. Home-security enhancement.
- c. Participation in the National Association of Town Watch (NATW) National Night Out. NATW sponsors this annual event on the first Tuesday of August. Local watch groups and other crime-prevention organizations hold block parties, cookouts, parades, and rallies to promote involvement in crime- and drug-prevention activities. During the National Night Out, awards may be awarded for participation. More information is on the NATW website (<http://www.nationaltownwatch.org>).
- d. "Ident-A-Youth." In the United States and throughout Europe, tens of thousands of children are reported missing each year. Fingerprinting children can help speed the identification of missing children. SNAP participants may participate in this initiative and encourage others to do so.

18. SUGGESTED RECOGNITION FOR SNAP PARTICIPANTS

- a. There are many ways to recognize participants. The following are some recommendations:
 - (1) Giving program or individual recognition.
 - (2) Presenting local, Army in Europe, DA, or DOD certificates of appreciation or achievement.
 - (3) Awarding volunteer credit or other volunteer recognition.
 - (4) Awarding volunteers gifts or privileges based on the level of participation. For example, a person who donates a fixed amount of hours could receive reserved parking privileges at the commissary or post exchange. For another fixed amount of volunteer hours, a person could receive a cap or T-shirt. A patch could be awarded to youngsters for their participation.
- b. Recognition programs must be reviewed by servicing JAs before being implemented.

APPENDIX A USEFUL WEBSITES

A-1. PROGRAM DEVELOPMENT

The following are useful websites that may help in developing local Safe Neighborhood Awareness Programs (SNAPs):

- a. The National Sheriff's Association administers Neighborhood Watch. Information about this program is at http://www.sheriffs.org/defaults/defaults_s_crimeprevention.htm.
- b. The National Association of Town Watch (NATW) website (<http://www.nationaltownwatch.org>) is the source of information about National Night Out.

A-2. FUNDING

This National Crime Prevention Council website (<http://www.ncpc.org>) may be helpful in getting funds for local programs.

A-3. NEIGHBORHOOD-WATCH, CRIME-PREVENTION, AND PERSONAL-PROPERTY-IDENTIFICATION WEBSITES

The following websites are from various organizations. They can provide ideas and help in setting up various parts of local SNAPs:

- a. <http://www.usaonwatch.org/purpose.asp>.
- b. <http://www.tempe.gov/cpu/nwhtml.htm>.
- c. http://www.adpc.purdue.edu/PhysFac/police/pages/programs/types/pro_watch.htm.
- d. http://www.lapdonline.org/get_involved/neighborhood_watch/neighborhood_watch_main.htm.
- e. <http://www.bristolva.org/police/prevent.htm>.
- f. <http://www.co.augusta.va.us>.
- g. <http://lincolncountysheriff.com>.
- h. <http://www.eastonpd.com>.
- i. <http://www2.gcnet.net/sheriff>.
- j. <http://www.muni.org/apd1/apd911.cfm>.
- k. <http://www.coppeak.org>.
- l. <http://www.geocities.com/neighborsaware/main.html>.
- m. http://williamson-tn.org/co_gov/depts/sheriff/home.htm.
- n. <http://www.ci.liberty.mo.us/e&cp/e&cp.htm>.
- o. <http://www.ci.phoenix.az.us/police/policidx.html>.
- p. <http://www.kconline.com/police/warsaw>.
- q. <http://www.thepinecrest.org/watch.htm>.
- r. <http://www.our-town.com/~sheriff/neighbor.html>.
- s. <http://www.olmstedcounty.com/sheriff/programs.htm>.
- t. <http://www.clearwaterpolice.com/nwatch/newsletters.html>.

u. <http://www.police.nashville.org/youth/scout.htm>.

v. <http://www.citizencorps.gov>.

A-4. FORCE-PROTECTION WEBSITES

The following are force-protection websites that provide useful information:

a. <http://odcsops.hqusareur.army.mil>.

b. http://www.hqusareur.army.mil/htmlinks/press_releases/2001/sept/20010912-10.htm.

APPENDIX B
SAMPLE COMMUNITY-OBSERVER EXPECTATIONS AND LIABILITY-ACKNOWLEDGEMENT
STATEMENT

MEMORANDUM FOR (base support battalion commander)

SUBJECT: Acknowledgement of Safe Neighborhood Awareness Program (SNAP) Community Observer Responsibilities and Liabilities

1. Reference Army in Europe Regulation 190-25, Safe Neighborhood Awareness Program, 21 March 2003.
2. This memorandum is to certify that I understand the limits of my authority as a SNAP community observer, duty expectations of that position, and the liability to which I could be subject.
3. A SNAP community observer--
 - a. Is a volunteer who is serving to observe a specified area for a specific period, and to report suspicious activity to the community law-enforcement office.
 - b. Must be trained and certified by the base support battalion commander before performing duties as a community observer.
 - c. Is not a law-enforcement officer or military police volunteer. Community observers participate for the benefit of the community.
 - d. Will not become involved with or confront suspicious persons or suspected criminals.
 - e. Will never carry weapons of any kind (including guns, knives, blackjacks, mace, stun guns, baseball bats, clubs).
 - f. Will always work in teams of at least two persons and will have working telephonic or radio communications with the servicing law-enforcement office.
 - g. Can be subjected to claims asserted against him or her in U.S. or host-nation courts. Observers can also be held liable in criminal or civil courts if the community observer exceeds his or her authority.
4. I understand the role and liability of a SNAP community observer, and I accept the conditions required to volunteer as a community observer.

Print, sign, and date

Figure B-1. Sample Community-Observer Acknowledgement of Liability

APPENDIX C
SNAP RESIDENTIAL AREA NOTIFICATION SIGN AND SNAP LOGO

Figures C-1 and C-2 show the Safe Neighborhood Awareness Program (SNAP) residential area notification sign and logo. These are also on-line at <http://www.hqusareur.army.mil/opm/opmhome.html>. Paragraph 8j provides information about using the sign.



Figure C-1. SNAP Residential Area Notification Sign



Figure C-2. SNAP Logo

APPENDIX D
SAMPLE OBSERVER'S ACTIVITY LOG

Below is an example of a completed observer's activity log (AE Form 190-25B). These forms will be maintained until closed out, and then sent to the Office of the Provost Marshal, HQ USAREUR/7A (AEAPM-O-LE), Unit 29931, APO AE 09066-9931, for filing.

Observer's Activity Log (AE Reg 190-25)				
Date/time	Observer	Activity summary (include who, what, where, when, and how)	Action office	Action/outcome
2 Mar 03 1915	Marantino	Recycle area, bldg 222, Munford Kaserne, Hambirch, has overflow trash all over area	DPW	3 Mar 03 - Trash emptied
3 Mar 03 0815	Thompson	Possible abandoned vehicle-brown Toyota Camry, UR license plate: ST 7098; vehicle has a missing sticker in window. Car is parked in front of bldg 27, Ryland Gardens Housing Area, Hofheim; believe that soldier has already departed his command	PMO/soldier's unit	PMO tagged vehicle 5 Mar 03 - Follow-up until vehicle is removed
4 Mar 03 2330	Van Dam	Panel van with approximately 4 youths, German license plate # ZX-4321: The vehicle occupants spray painted graffiti on bridge walkway at Moore Circle, Danford Housing Area, Gensheim	PMO/DPW	4 Mar 03 - Info passed to German Police

AE Form 190-25B, MAR 03

APPENDIX E
SAMPLE REPORTING PROCEDURES CHECKLIST

Who (Person making the report)	
What (What activity is being observed? Were there any injuries; were weapons involved? Be as specific as possible.)	
When (When did the activity happen, when did you report the activity, and to whom did you report it?)	
Where (Where is the activity occurring?)	

Things to watch for:

- Persons asking, screaming, or shouting for help.
- Someone appearing to be in distress or danger.
- Unusual noises.
- Property being taken out of houses or buildings by strangers where no one known is at home or the business or activity is closed.
- Vehicles moving slowly with no lights and no apparent destination.
- A stranger running through the neighborhood.
- A stranger taking pictures.
- Stranger sitting in a car or stopping to talk to a child.
- Persons appearing to hide their activity.
- Activity (such as fires) that may require an emergency response.
- Vandalism, graffiti, broken windows or doors, and other unsafe property.
- Abandoned cars.
- Someone strange looking into windows and parked cars.

Report the above suspicious activity or other suspicious activity to military police, security forces, or local-national law-enforcement authorities.

Reporting suspicious activity:

- Give your name and address (this may be optional).
- Briefly describe the event: what happened, when, where, and who was involved.
- Describe the suspect: sex, race, age, height, weight, hair color, clothing, and distinctive characteristics such as beard, mustache, tattoos, scars, or accent.
- Describe the vehicle if one is involved: color, make, model, year, license plate, and special features such as stickers, dents, decals, rims, or decals.

GLOSSARY

AFN	Armed Forces Network
AOR	area of responsibility
ASC	ASG SNAP coordinator
ASG	area support group
AST	area support team
BSB	base support battalion
BSC	BSB SNAP coordinator
DA	Department of the Army
DARE	Drug Abuse Resistance Education
DOD	Department of Defense
DODDS	Department of Defense Dependents Schools
G1	Office of the G1, HQ USAREUR/7A
HQ USAREUR/7A	Headquarters, United States Army, Europe, and Seventh Army
IC	installation coordinator
ISC	installation SNAP coordinator
JA	judge advocate
JAWG	joint action working group
MOI	memorandum of instruction
MP	military police
NATW	National Association of Town Watch
OCPA	Office of the Chief, Public Affairs, HQ USAREUR/7A
OPM	Office of the Provost Marshal, HQ USAREUR/7A
PAO	public affairs officer
PM	provost marshal
PO	private organization
SF	security forces
SNAP	Safe Neighborhood Awareness Program
SOFA	Status of Forces Agreement
SOP	standing operating procedure
U.S.	United States
USACRC	United States Army Crimes Record Center
USAREUR	United States Army, Europe